



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 1/17/84	1. Agency Address Georgia Ports Authority Finance Division, Credit Union Department Post Office Box 2406 Savannah, Georgia 31402	Application Number 78-243-A	
Application Number 112		Date Received JAN 24 1984	Date Completed SEP 24 1984
2. Person to Contact Dianne White		Working Title Credit Union Assistant	Telephone Number 912-964-3995
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 78-243 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1979		5. Records Series Title (followed by title used in office, if different) To Date Credit Union Transaction File	
5. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Director of Finance is responsible for the accounts of the Authority and establishes and maintains accounting methods and procedures for the Authority. He approves all expenses for the Directors' meetings; is responsible for the auditing and accounting provisions of all contracts, leases and agreements of the Authority; provides protection of the assets with adequate internal control procedures and assures proper insurance coverages for the Authority's properties; coordinates the preparation of the annual budget with the various divisions. Under his supervision, monthly financial reports are published and related financial and cost data records are prepared and distributed. The Credit Union is a part of his responsibility.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Maintaining a record of transactions of individual members of G.P.A. Credit Union and activities between Credit Union and banks. Included are: Monthly working files containing deposit slips, voided checks, support for miscellaneous deductions, support for miscellaneous journal entries, requests for withdrawals, credit union deduction change form, bank statements, reconciliations and cancelled checks. File is arranged: Chronologically			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>daily</u> ; Seven to twelve months old <u>16</u> ; Thirteen to twenty-four months old <u>monthly</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>1 1/2</u> ; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. <u>Financial Report, General Ledger, A & I Monthly Report</u>
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|------------------------|-----------------------------------|------------------------|
| a. State Law | <u>1</u> years. | d. Audit period | <u> </u> years. |
| b. Statute of limitation | <u>6</u> years. | e. Administrative need | <u>4</u> years. |
| c. Federal law | <u> </u> years. | f. Federal retention instructions | <u> </u> years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Statute of limitation for action on checks is 6 years (Gray v. Nat'l. Bank and Trust Co., 154 Ga. App. 759, 270 S.E.2d 44 (1980))
O.C.G.A. 9-3-24

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

- ☒ Calendar Year; ☐ Fiscal Year; ☐ Other then,
- x Transfer to vault for one year;
- ☐ Hold in the current files area month(s) year(s); then
- ☒ Transfer to local holding area, hold 7 5 year(s); then
- ☐ Transfer to State Records Center; hold year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<u>[Signature]</u>	<u>1/17/84</u>	<u>[Signature]</u>	<u>1-17-84</u>
State Records Committee (Signature)			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	<u>[Signature]</u>	<u>8/14/84</u>
	Secretary of State/Designee	<u>[Signature]</u>	<u>8/10/84</u>
	Attorney General/Designee	<u>[Signature]</u>	<u>9/20/84</u>



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FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 10-13-78	1. Agency Address Georgia Ports Authority Finance Division Post Office Box 2406 Savannah, Georgia 31402	Application Number 78-243	
Application Number 33		Date Received OCT 27 1978	Date Completed NOV 28 1978
2. Person to Contact John Rowland		Working Title Accounting Manager	Telephone Number 964-1721, 264
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1976 To Date		5. Records Series Title (followed by title used in office, if different) Credit Union Transaction Files (Monthly Working Files, Bank Statements and Reconciliations)	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Director of Finance is responsible for the accounts of the Authority and establishes and maintains accounting methods and procedures for the Authority. He approves all expenses for the Directors' meetings; is responsible for the auditing and accounting provisions of all contracts, leases and agreements of the Authority; provides protection of the assets with adequate internal control procedures and assures proper insurance coverages for the Authority's properties; and coordinates the preparation of the annual budget with the various divisions. Under his supervision, monthly financial reports are published and related financial and cost data records are prepared and distributed. The purchasing function is also a part of his responsibility as well as the maintenance of all contracts, leases and agreements of the Authority.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Documents relating to: /Maintaining a record of transactions of individual members with G.P.A. Credit Union and activities between Credit Union and Bank. Included are: Monthly Working Files - deposit slips, voided checks, support for miscellaneous deductions, support for miscellaneous journal entries, request for withdrawals from members shares account, credit union deduction change form. Bank Statements and Reconciliations: bank statement, reconciliation and cancelled checks. File is arranged: Chronological			
8. Monthly Reference Rate How often are records referred to which are: One to six months old 32; Seven to twelve months old 2; Thirteen to twenty-four months old 0; twenty-five months and older 0?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers 1; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Privacy Act
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Financial Report, General Ledger, A & I Monthly Report.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | | | |
|--------------------------|---|--------|-----------------------------------|--|--------|
| a. State Law | 4 | years. | d. Audit period | | years. |
| b. Statute of limitation | | years. | e. Administrative need | | years. |
| c. Federal law | | years. | f. Federal retention instructions | | years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ 2 year(s); then
- ☒ Transfer to local holding area, hold _____ 2 year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>C. E. Sted</i>	10/13/78	<i>Carol Thompson</i>	10-13-78
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee <i>[Signature]</i>	11-22-78
		Secretary of State/Designee <i>Canale Hart</i>	11-17-78
		Attorney General/Designee <i>[Signature]</i>	11-27-78